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SECRET

Copy 7 of 7

12 May 1956

MEMORANDUM FOR: Project Communications Officer

25X1

SUBJECT : Incomplete Travel Vouchers -
and

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1. The two attached vouchers are unacceptable for payment processing inasmuch as they are rough drafts. Our facilities for preparing vouchers in final form are really non-existent and it is the responsibility of claimants to render accounts correctly and properly prepared in sufficient number of copies. Some administrative staffs in the Agency have support functions that provide the required typing services for personnel assigned.

2. It has been noted that each individual has claimed mileage reimbursement for use of his personally owned vehicle. Neither person has authorization for such mileage. It is realized that authority was granted to each man to drive his car to the West Coast, however, that was a convenience afforded him and not the government since the travel orders state that claims for driving POV shall not exceed cost by common carrier on direct schedule.

3. When these incomplete claims have received proper attention they may be returned to the Project Finance Office for action.

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Project Controller

Attachments:

2 vouchers

Distribution:

041 - Addressee w/atts

3 - JAC

4 - Comm file (fin)

5-6 - Proj Pers files

7 - Chrono

DHO/JRS/jec

08 11 56 100000